

# **PHILIPPINE BIDDING DOCUMENTS**



## **PROCUREMENT OF JANITORIAL SERVICES FOR THE INSURANCE COMMISSION (MANILA HEAD OFFICE, CEBU AND DAVAO DISTRICT OFFICES) AND ITS PREMISES**

Government of the Republic of the  
Philippines  
Insurance Commission

**Project Reference Number: 2018-06-227**

16 July 2018

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# ***Section I. Invitation to Bid***

## **PROCUREMENT OF JANITORIAL SERVICES FOR THE INSURANCE COMMISSION (MANILA HEAD OFFICE, CEBU AND DAVAO DISTRICT OFFICES) AND ITS PREMISES**

1. The Insurance Commission, through the Special Account in the General Fund 151 for the year 2017 intends to apply the sum of ***FIVE MILLION SIX HUNDRED FIVE THOUSAND PESOS ONLY (PhP5,605,000.00) INCLUSIVE OF 12% VAT*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Procurement of Janitorial Services For The Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and Its Premises***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission now invites bids for ***Procurement of Janitorial Services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and Its Premises***. Delivery of the Goods is required for the duration of one (1) year. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
4. Interested bidders may obtain further information from *Insurance Commission BAC Secretariat* and inspect the Bidding Documents at the address given below during ***8:00 a.m. to 5:00 p.m., Monday to Friday***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 July 2018** from the address below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Ten Thousand Pesos (PhP10,000.00)***.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the

Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. The *Insurance Commission* will hold a **Pre-Bid Conference** on **24 July 2018 at 2:00 p.m. at Function Room, Insurance Commission, 1071 U.N. Avenue, Manila**, which shall be open only to all interested parties who have purchased the Bidding Documents.
7. Bids must be duly received by the BAC Secretariat at the address below **on or before 12:00 noon of 06 August 2018**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.
8. Bid opening shall be on **06 August 2018 at 2:00 p.m. at Function Room, Insurance Commission, 1071 U.N. Avenue, Manila**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
9. The *Insurance Commission* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**MR. EDWIN CORNELIUS A. LAUZ**  
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*Insurance Commission*  
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**EDWIN CORNELIUS A. LAUZ**  
Chairman  
Bids and Awards Committee

# ***Section II. Instructions to Bidders***

## **A. General**

### **1. Scope of Bid**

- 1.1. The procuring entity named in the **BDS** (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications. (hereinafter referred to as the “Goods”).
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

### **2. Source of Funds**

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

### **3. Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.

- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the GCC Clause 3.

#### **4. Conflict of Interest**

- 4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:
- (a) A Bidder has controlling shareholders in common with another Bidder;
  - (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
  - (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
  - (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
  - (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
  - (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
  - (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or

the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

## 5. Eligible Bidders

- 5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; and
  - (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
  - (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;



- (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and ITB Clause 12.1(a)(ii)

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

## 6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause (b)(iii).
- 6.2. The Bidder is responsible for the following:
  - (a) Having taken steps to carefully examine all of the Bidding Documents;
  - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
  - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.3.
  - (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
  - (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
  - (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
  - (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
  - (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
  - (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
    - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in

the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.

- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

## **8. Subcontracts**

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Pre-Bid Conference**

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- (b) *The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.*
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

### **10. Clarification and Amendment of Bidding Documents**

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.

- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

## **C. Preparation of Bids**

### **11. Language of Bid**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

### **12. Documents Comprising the Bid: Eligibility and Technical Components**

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

- (a) Eligibility Documents –

Class "A" Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started,

if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (i.1) name of the contract;
  - (i.2) date of the contract;
  - (ii.3) contract duration;
  - (ii.4) owner's name and address;
  - (ii.5) kinds of Goods;
  - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
  - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
  - (ii.8) date of delivery; and
  - (ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation or CLC in accordance with **ITB** Clause 5.5; or a committed Line of Credit from a universal or commercial bank.

**Class "B" Document:**

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Procuring Entity requires the bidders to submit the bid security in the form of:

- (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
- (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.

### **13. Documents Comprising the Bid: Financial Component**

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
  - (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
  - (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
  - (c) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2.
  - (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.
  - (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
    - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
    - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and



inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

## **14. Alternative Bids**

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## **15. Bid Prices**

- 15.1. The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (a) For Goods offered from within the Procuring Entity's country:
- (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:
- (i.1) on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or
- (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
- (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
- (iii) The price of other (incidental) services, if any, listed in the **BDS**.
- (b) For Goods offered from abroad:
- (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- (ii) The price of other (incidental) services, if any, listed in the **BDS**.
- (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations

- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

- 16.1. Prices shall be quoted in the following currencies:
- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
  - (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause

18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance</p>	Five percent (5%)

Commission as authorized to issue such security.	
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The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.
- 18.5. The bid security may be forfeited:
  - (a) if a Bidder:
    - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
    - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
    - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in **ITB** Clause 29.2;
    - (iv) submission of eligibility requirements containing false information or falsified documents;

- (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

## 19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.

- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## **20. Sealing and Marking of Bids**

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Bidder in capital letters;
  - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
  - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and

- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

## **D. Submission and Opening of Bids**

### **21. Deadline for Submission of Bids**

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**.

### **22. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder’s name, its representative and the time the late bid was submitted.

### **23. Modification and Withdrawal of Bids**

- 23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- 23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids.
- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for



submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

## **24. Opening and Preliminary Examination of Bids**

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 24.4. Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.

- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - (b) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
  - (c) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clauses 12.1(a)(i) and 12.1(a)(ii). Submission of documents required under **ITB** Clauses 12.1(a)(iii) to 12.1(a)(v) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.9 The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.10 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## **E. Evaluation and Comparison of Bids**

### **25. Process to be Confidential**

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the

evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.

- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

## **26. Clarification of Bids**

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

## **27. Domestic Preference**

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
  - (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).
  - (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
  - (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials,

or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## **28. Detailed Evaluation and Comparison of Bids**

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
  - (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
  - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. Unless otherwise specified in the **BDS**, the BAC shall consider the following in the evaluation of bids:
  - (a) Completeness of the bid. Unless the ITB specifically allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity; and
  - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications, if allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

- 28.5. The Procuring Entity's evaluation of bids shall only be based on the bid price quoted in the Financial Bid Form.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

## **29. Post-Qualification**

- 29.1. The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.

- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

### **30. Reservation Clause**

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract,

without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
  - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
  - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
    - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
    - (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
    - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
  - (b) All prospective Bidders are declared ineligible;
  - (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
  - (d) The Bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.

## **F. Award of Contract**

### **31. Contract Award**

- 31.1. Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has

been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;
  - (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.
- 31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in.

## **32. Signing of the Contract**

- 32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.
- 32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4. The following documents shall form part of the contract:
- (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;



- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### 33. Performance Security

- 33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2. The procuring entity shall prescribe at least two (2) acceptable forms of performance security taken from two (2) categories below that bidders may opt to use, denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Five percent (5%)</p>
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued</i></p>	

<i>by other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

- 33.1. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### **34. Notice to Proceed**

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

### **35. Protest Mechanism**

Decision of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the Revised Implementing Rules (IRR) of Regulation of Republic Act No. 9184.

## Section III. Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b><i>Insurance Commission.</i></b></p> <p>The name of the Contract is <b><i>Procurement of Janitorial Services for The Insurance Commission (Manila Head Office, Cebu And Davao District Offices) and Its Premises.</i></b></p> <p>The identification number of the Contract is <i>Project Reference Number: 2018-06-227</i></p>
1.2	<p>The lot(s) and reference is/are:</p> <p style="text-align: center;"><b><i>Procurement of Janitorial Services for The Insurance Commission (Manila Head Office, Cebu And Davao District Offices) and Its Premises. (Project Reference Number 2018-06-227)</i></b></p>
<u>2</u>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>the Special Account in the General Fund 151 for the year 2017</i> in the amount of <b><i>FIVE MILLION SIX HUNDRED FIVE THOUSAND PESOS ONLY (Php5,605,000.00) INCLUSIVE OF 12% VAT</i></b></p> <p><b><i>NOTE: In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of Government-Owned and/or –Controlled Corporations, Government Financial Institutions, and State Universities and Colleges, the Corporate Budget for the contract approved by the governing Boards; in the case of Local Government Units, the Budget for the contract approved by the respective Sanggunian.</i></b></p> <p>The name of the Project is:</p> <p style="text-align: center;"><b><i>Procurement of Janitorial Services for The Insurance Commission (Manila Head Office, Cebu And Davao District Offices) and Its Premises. (Project Reference Number 2018-06-227)</i></b></p>
3.1	No further instructions.
5.1	No further instructions.

5.2	No further instructions.
5.4	The Bidder must have completed, within three (3) years from the date of submission and receipt of bids as provided ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b>24 July 2018, 2:00 p.m. at Function Room, Insurance Commission, 1071 U.N. Avenue, Manila.</b>
10.1	The Procuring Entity's address is:  <b>Mr. Edwin Cornelius A. Lauz</b> <i>Chairman, Bids and Awards Committee</i> <i>Insurance Commission</i> <i>Ground Floor, IC Building</i> <i>1071 U.N. Avenue, Manila</i> <i>Tel. No.: 523-84-61 to 70 loc. 107</i> <i>Email address: <a href="mailto:bac@insurance.gov.ph">bac@insurance.gov.ph</a></i> <i>BAC Secretariat : <a href="mailto:bacsec@insurance.gov.ph">bacsec@insurance.gov.ph</a></i> <i>Website : <a href="http://www.insurance.gov.ph">www.insurance.gov.ph</a></i>
12.1(a)	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.1(a)(iii)	The statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within <i>six (6) months</i> .
13.1	No additional requirements.
13.1(b)	No further instructions.
13.2	No further instructions.
15.4(a)(iii)	No incidental services are required.
15.4(b)	Not applicable.  No incidental services are required.
16.1(b)	Not applicable.

16.3	Not applicable.
17.1	Bids shall be valid <i>for 120 days or until 04 December 2018.</i>
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any form in accordance with the following amount:</p> <p>1. The amount of <b>One Hundred Twelve Thousand One Hundred Pesos Only (PhP112,100.00)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>If the bid security is in the form of cashier's/manager's check, the payee shall be "Insurance Commission"; or,</p> <p>2. The amount of <b>Two Hundred Eighty Thousand Two Hundred Fifty Pesos Only (PhP280,250.00)</b> if bid security is in Surety Bond;</p>
18.2	The bid security shall be valid until <b>120 days or until 04 December 2018.</b>
20.3	<p>Each Bidder shall submit <b>one (1) original</b> and <b>three (3) copies</b> of the first and second components of its bid.</p> <p>Each set of documents must be securely fastened in a folder.</p>
21	<p>The address for submission of bids is:</p> <p><i>Edwin Cornelius A. Lauz Chairman, Bids and Awards Committee Insurance Commission Ground Floor, IC Building 1071 U.N. Avenue, Manila.</i></p> <p>The deadline for submission of bids is <b>06 August 2018 at 12:00 nn.</b></p>
24.1	<p>The place of bid opening is <i>Function Room, Insurance Commission, 1071 U.N. Avenue, Manila.</i></p> <p>The date and time of bid opening is <b>06 August 2018 at 2:00 p.m.</b></p>
24.2	No further instructions.
27.1	No further instructions.
28.3	No further instructions.
28.3(b)	Bid modification not allowed.
28.4	No further instructions.

29.2(a)	<p><i>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</i></p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>
29.2(c)	<p><i>Additional requirements:</i></p> <p><i>a. Sworn statement that the cleaning materials/solutions that the bidder is going to use for janitorial services in the Insurance Commission have been registered with and approved by the BFAD and FPA/Commitment of Compliance (Please refer to Section VIII. Bidding Forms – Sworn Statement that the cleaning materials/solutions that the bidder is going to use for janitorial services in the Insurance Commission have been registered with and approved by the BFAD and FPA/Commitment of Compliance.</i></p> <p><i>b. Taxpayer’s Identification Number (TIN), Bureau of Internal Revenue (BIR) Registration Certificate;</i></p> <p><i>c. Clearance from Cluster Head Legal and Collection Group SSS that it is up-to-date in remitting its contribution, Salary/Calamity Loan amortization and that it has no pending case with SSS Branch Office near its business address issued within the three (3) month period prior to the bid opening date. (Social Security System Office Order No. 2011-055 Authorizing the Cluster Legal Heads to Sign and Issue SSS Clearance);</i></p> <p><i>d. Clearance from the Main Office of the Department of Labor and Employment and National Labor Relations Commission, Head Office, that the Agency of the bidder has no decided adverse administrative case(s) for violation of the SSS and minimum wage laws and regulations at the time of filing of eligibility; and</i></p>
32.4(f)	No further instructions.

# **Section IV. General Conditions of Contract**

## **1. Definitions**

- 1.1. In this Contract, the following terms shall be interpreted as indicated:
- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
  - (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
  - (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
  - (e) “GCC” means the General Conditions of Contract contained in this Section.
  - (f) “SCC” means the Special Conditions of Contract.
  - (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
  - (h) “The Procuring Entity’s country” is the Philippines.
  - (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
  - (j) The “Funding Source” means the organization named in the **SCC**.
  - (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.

- (l) "Day" means calendar day.
- (m) The "Effective Date" of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.
- (n) "Verified Report" refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## **2. Corrupt, Fraudulent, Collusive, and Coercive Practices**

- 2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
    - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
    - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
    - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to



influence their participation in a procurement process, or affect the execution of a contract;

- (v) “obstructive practice” is
    - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
    - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
  - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.
- 2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

### **4. Governing Law and Language**

- 4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All

correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

## 5. Notices

- 5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.
- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

## 6. Scope of Contract

- 6.1 The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2 This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

## 7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

## 8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist

the Supplier in complying with such requirements in a timely and expeditious manner.

- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

## 9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.
- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## 10. Payment

- 10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 0, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 10.4. Unless otherwise provided in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## **11. Advance Payment and Terms of Payment**

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. For Goods supplied from abroad, the terms of payment shall be as follows:
  - (a) On Contract Signature: Fifteen percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
  - (b) On Delivery: Sixty-Five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
  - (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.
- 11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## **12. Taxes and Duties**

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

## **13. Performance Security**

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the

performance security in any the forms prescribed in the **ITB** Clause 33.2.

- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
  - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## **14. Use of Contract Documents and Information**

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

## **15. Standards**

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

## 16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and Section VII. Technical Specification shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

## 17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least ten percent (10%) of the final payment, or a special bank guarantee equivalent to at least ten percent (10%) of the Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## **18. Delays in the Supplier's Performance**

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

- 18.3. Except as provided under **GCC** Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 29 without the application of liquidated damages.

## **19. Liquidated Damages**

Subject to **GCC** Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to **GCC** Clause 23, without prejudice to other courses of action and remedies open to it.

## **20. Settlement of Disputes**

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the



Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

## **21. Liability of the Supplier**

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the **SCC**.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **22. Force Majeure**

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

## **23. Termination for Default**

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
  - (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring

Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;

- (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
- (c) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under **GCC** Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **24. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## **25. Termination for Convenience**

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:
- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
  - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## **26. Termination for Unlawful Acts**

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
  - (b) Drawing up or using forged documents;
  - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
  - (d) Any other act analogous to the foregoing.

## **27. Procedures for Termination of Contracts**

- 27.1. The following provisions shall govern the procedures for termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s)

and cause the execution of a Verified Report, with all relevant evidence attached;

- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and

- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

## **29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

## **30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

## **Section V. Special Conditions of Contract**

<b>GCC Clause</b>	
1.1(g)	The Procuring Entity is <i>Insurance Commission</i> .
1.1(i)	The Supplier is _____.
1.1(j)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <i>the Special Account in the General Fund 151 for the year 2015</i> in the amount of <b><i>FIVE MILLION SIX HUNDRED FIVE THOUSAND PESOS ONLY (PhP5,605,000.00) INCLUSIVE OF 12% VAT</i></b> that serves as the <i>Approved Budget for the Contract (ABC)</i> of the project.</p>
1.1(k)	The Project Site is <i>Insurance Commission, 1071 U.N. Avenue, Manila</i> .
5.1	<p>The Procuring Entity's address for Notices is:</p> <p><b>HON. DENNIS B. FUNA</b>            Insurance Commissioner            1071 U.N. Avenue, Manila            Tel. No.: 523-8461 to 70 loc. 115</p> <p>The Supplier's address for Notices is:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>[Insert address including, name of contact, fax and telephone number]</i></p>
6.2	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Janitorial Services shall be made by the Janitorial Services Agency on Monthly basis. Upon delivery of the Janitorial Services to the Project Site, the Janitorial Services Agency shall notify the PROCURING ENTITY and present the following documents to the PROCURING ENTITY:</p> <p>a. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Janitorial Services Agency</p>

	<p>at the end of each month stating the names of the janitors and supervisor, salary rates and actual attendance;</p> <ul style="list-style-type: none"> <li>b. Proof of remittance of Premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefit of the janitors and supervisor.</li> <li>c. The Service Agency shall provide the Janitorial Services for the Insurance Commission including supervision in accordance with the scope of services and methodology, tools and equipment, supplies and materials, janitorial plans, manpower complement and deployment schedules</li> <li>d. The Service Agency shall comply with all relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund and Home Development Mutual Fund.</li> <li>e. All obligations under the provisions of the above-enumerated laws, other related pertinent statutes and existing IC internal Rules and Regulations presently in force and effect shall be complied with and strictly observed.</li> <li>f. Should the Service Agency fail to comply with its obligations under the above-enumerated laws and other related pertinent statutes, IC shall have the option to either rescind this Contract or deduct from the service fee any amount due and demandable from the Service Agency for its obligations to the IC including interest and penalties, if any. This option is without prejudice on the right of IC to confiscate the bond filed by the Service Agency, as well as to avail of other remedies provided for by law.</li> <li>g. The Service Agency shall report all its employees to SSS, PhilHealth, PAG-IBIG for coverage and their contribution as well as all amortizations for salary/education/calamity and other loans shall be updated.</li> <li>h. The Service Agency shall execute a sworn statement, before the IC pays the consideration or part thereof under this Contract, that the Service Agency shall submit a copy of its payrolls signed by its workers assigned to perform the services every time the consideration is paid by IC.</li> <li>i. It is expressly and manifestly understood and agreed upon that all employees and/or workers of the Service Agency are not employees and/or laborers of the IC. Neither is there any employee-employer relationship between the IC and the Service Agency.</li> <li>j. The Service Agency shall not sub-contract the performance of the service subject of this Contract or any part thereof without prior written conformity of the IC.</li> </ul>
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	<p>k. The Service Agency shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the IC-owned properties/security site pending investigation by the Agency and validated by Management.</p> <p>l. The Service Agency shall make all payments of salaries/compensation to service personnel in cash with corresponding pay slip or through individual Automated Teller Machine (ATM) services.</p>
10.4	Not applicable.
13.4(c)	No further instructions.
16.1	<p>The inspections and tests that will be conducted is:</p> <p>Spot inspections on the performance of the janitors and the supervisor at any time it may deem necessary.</p> <p>IC or its representative shall have the right to inspect and/or test the GOODS at any point during the existence of the contract to confirm their conformity to the Contract specifications at no extra cost to IC and at the expense of the Service Agency.</p> <p>The IC may reject any GOODS or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Service Agency shall either rectify or replace such rejected GOODS or parts thereof or make alterations necessary to meet the specifications at no cost to IC, and shall repeat the test and/or inspection, at no cost to IC, upon giving a notice pursuant to GCC Clause 5.</p> <p>The Service Agency agrees that neither the execution of a test and/or inspection of the GOODS or any part thereof, nor the attendance by the IC or its representative, shall release the Service Agency from any warranties or other obligations under this Contract.</p>
17.3	<p>If the Goods pertain to Expendable Supplies: Three (3) months after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p>If the Goods pertain to Non-expendable Supplies: One (1) year after acceptance by the Procuring Entity of the delivered Goods.</p>
17.4	No further instructions.
21.1	<p>No additional provision.</p> <p>If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>



## **Section VI. Schedule of Requirements**

### **A. MANPOWER REQUIREMENT :**

Supervisor	-	1
Janitors	-	21
<b>Total Manpower</b>	<b>-</b>	<b>22</b>

The janitors should at least be a high school graduate, and Technical Education and Skills Development Authority (TESDA) Certificate holder of courses or programs related to janitorial services.

The Insurance Commission may request for additional four (4) janitors as the need arises.

### **B. TOOLS AND EQUIPMENT REQUIREMENT**

IC's REQUIREMENT		
	Max. AGE (in years)	AGE (in years)
<b>MANILA HEAD OFFICE</b>		
4 units Floor Polisher	3	
1 unit Pressure Washer	3	
2 units Wet/Dry Vacuum Cleaner	3	
10 units Squeegee with metal Handle	Brand new	
1 unit 8 ft. Ladder	2	
1 unit 10 ft. Ladder	2	
2 units Signage	Brand new	
5 units Mop Squeezer	2	
3 units Liquid Soap Dispenser	Brand new	
10 units Wheelbarrow	3	
2 units Scissors (for Gardening)	Brand new	
2 units Bolo	Brand new	
2 units Water hose 90 meters with coupling	Brand new	
9 units Water pail	Brand new	
10 units Dipper	Brand new	
4 unit Rake (metal)	Brand new	
1 unit Grass cutter	Brand new	
1 unit Pruning Scissors	Brand new	

6 units	4 ft. waste segregation bins (with labels: Biodegradable, Recyclable, and Others)	Brand New	
<b>CEBU DISTRICT OFFICE</b>			
1 unit	Floor polisher	3	
1 unit	Wet/Dry Vacuum Cleaner	3	
1 unit	Squeegee with metal	Brand new	
1 unit	8ft. ladder	2	
1 unit	Mop Squeezer	Brand new	
1 unit	Liquid soap Dispenser	3	
2 units	Water pail	Brand new	
2 units	Dipper	Brand new	
<b>DAVAO DISTRICT OFFICE</b>			
1 unit	Floor polisher	3	
1 unit	Wet/Dry Vacuum Cleaner	3	
1 unit	Squeegee with metal	Brand new	
1 unit	8ft. ladder	2	
1 unit	Mop Squeezer	Brand new	
1 unit	Liquid soap Dispenser	3	
2 units	Water pail	Brand new	
2 units	Dipper	Brand new	

### C. SUPPLIES AND MATERIALS REQUIREMENT

#### 1. MONTHLY MATERIALS

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
All-purpose cleaner	24	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	48	gallons		
Toilet Bowl Cleaner, branded	24	gallons		
Rags	84	kilos		
Liquid Soap, branded	84	gallons		

Tissue Paper	192	Packs (10pcs/pack)		
Paper Towel	96	Plastic Pack		
Complete Emulsion Wax	24	gallons		
Trash Bag (Small, biodegradable)	3204	pieces		
Trash Bag (XL, biodegradable, Transparent)	3504	pieces		
Powder Soap, branded	168	kilos		
Deodorant Cake (Albatross*) with plastic holder	144	pieces		
Scrubbing Pad 4' x 6'	180	pieces		
Cleanser (Ajax*)	60	Paper cans		
Carpet Shampoo, branded	24	gallons		
Air Freshener (Glade*)	96	Cans		
Glass Cleaner, branded	8	gallons		
Furniture Polish (Pledge*)	48	Gallons		
Fabric Softener (Downy)	24	Gallons		
Steel Wool	96	Reams		
Face Mask	120	Pieces		
Insect killer water based (Baygon*)	60	Cans		
<b>CEBU DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	4	gallon		
Toilet bowl Cleaner, Branded	4	gallons		
Rags	4	kilos		

Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Complete Emulsion Wax	6	gallons		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Furniture polish (Pledge*)	4	Cans		
<b>DAVAO DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	4	gallon		
Toilet bowl Cleaner, Branded	4	gallons		
Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Complete Emulsion Wax	6	gallons		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Furniture polish (Pledge*)	4	Cans		

## 2. QUARTERLY MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Mop Head	152	Pieces		
Chamois	92	Pieces		
Floor Polish/ liquid crystalizer (Terra Nova Wax*)	12	Gallons		
Floor Mop	30	Pieces		
Furniture polish (Pledge*)	30	Cans		
Metal polish	12	Cans		
Soft Broom	50	pieces		
Broom with Plastic connector	10	pieces		
Rubber Hand Gloves	40	pieces		
Stick Broom	70	pieces		
Liquid Pesticide (Malathione*)	4	bottles		
Fertilizer (Urea and Complete*)	20	kilos		
<b>CEBU DISTRICT OFFICE</b>				
Floor Mop	8	Pieces		
Soft Broom	2	Pieces		
<b>DAVAO DISTRICT OFFICE</b>				
Floor Mop	8	Pieces		
Soft Broom	2	Pieces		

## 3. SEMI-ANNUAL MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Stripping Pad No. 16 Green	6	pieces		
Scrubbing Pad No. 16 Black	15	pieces		
Polishing Pad 16"	10	pieces		
<b>CEBU DISTRICT OFFICE</b>				
Scrubbing Pad No. 16 Black	4	piece		
<b>DAVAO DISTRICT OFFICE</b>				
Scrubbing Pad No. 16 Black	4	piece		

#### 4. ANNUAL MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Putty Knife	10	pieces		
Pail	6	pieces		
Mop Handle	50	pieces		
Ceiling Broom	6	pieces		
Toilet Bowl Brush w/ Handle	24	pieces		
Toilet Rubber Pump	30	pieces		
Toilet Brush Cleaner	40	pieces		
Metal Dust Pan (Outdoor)	4	pieces		
Dust Pan (Indoor)	20	pieces		

Shower/Water Dipper	10	pieces		
Trash Can Oval (Small) for CR Cubicle	40	pieces		
<b>CEBU DISTRICT OFFICE</b>				
Pail	2	pieces		
Toilet Brush Cleaner	6	pieces		
Shower/Water Dipper	4	pieces		
<b>DAVAO DISTRICT OFFICE</b>				
Pail	2	pieces		
Toilet Brush Cleaner	6	pieces		
Shower/Water Dipper	4	pieces		

Legend: \* or its equivalent

The supplies and materials shall be delivered to IC at least ten (10) days before the end of each preceding month.

IC shall receive the delivery of supplies and materials from the Service Agency. Issuance of the supplies and materials will administered by IC.

## ***Section VII. Technical Specifications***

The duration of the contract to be bid shall be for a period of one (1) year unless sooner terminated for cause. It may be extended in accordance with GPPB rules

### **EVALUATION OF TECHNICAL PROPOSAL**

<b>ITEM</b>	<b>SPECIFICATION</b>	<b>STATEMENT OF COMPLIANCE</b>
<b>A.</b>	<b>Logistics - Annex A</b>	
<b>B.</b>	<b>Scope of Work - Annex B</b>	
<b>C.</b>	<b>Manpower - Annex C</b>	
<b>D.</b>	<b>Tools and Equipment Requirement - Annex D</b>	
<b>E.</b>	<b>Supplies and Materials Requirement - Annex E</b>	



**A. LOGISTICS**

1. The Service Agency will provide the janitorial services with the minimum supplies, materials, tools and equipment required under the bidding rules which are deemed necessary in the effective implementation of janitorial services policies, rules and regulations of IC.
2. The Service Agency will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.

**B. SCOPE OF WORK**

The bid covers the hiring of janitorial services to a one-year contract for the furnishing of labor, tools and equipment, supplies and materials, and the performance of janitorial services including supervision in accordance with the scope of service and methodology, standard supplies and materials, tool and equipment, janitorial plans and manpower complement and deployment schedules.

The Service Agency shall render and perform janitorial and related services as specified in Annex F – Services and Methodology.

The Service Agency shall provide the manpower, supplies and materials, tools and equipment, and supervision necessary to perform the services contemplated herein as reflected in Annex A, hereof, provided however, that the delivery of supplies and materials, tools and equipment shall be coursed through the IC.

### C. MANPOWER

The Service Agency shall at all times provide the required number of service personnel (supervisor and janitors) as stipulated in Section VI. Schedule of Requirements, A. Manpower.

The Service Agency shall assign and provide the Procuring Entity with qualified and trained janitors who possess the following minimum qualifications:

- Must be at least high school graduate;
- Must be physically and mentally fit; well groomed; of legal age; trained and found to be courteous, efficient, honest, reliable, trustworthy, cooperative and not addicted to or dependent on prohibited drugs or intoxicating liquor;
- Must be subjected to and passed drug testing from an authorized drug testing centers, and shall provide certification on drug test result;
- Must present a Certificate of Good Moral Character from the concerned Barangay. Any misrepresentation by the Supplier with respect to such qualification shall be sufficient ground for cancellation/termination of the contract.
- Must have undergone a Technical Education and Skills Development Authority (TESDA) training on janitorial services or its equivalent;
- Supervisor shall have completed a two (2) year college/vocational course. The Supervisor should never be substituted by a janitor if he/she does not possess the same qualification.
- The Supervisor shall act and make decisions in behalf and for the account of the Service Agency on matters arising from questions or complaints raised by IC or by service personnel themselves.
- The Supervisor shall exercise close supervision over the work of the assigned service personnel.
- Must present two (2) copies of his/her tickler everyday to the security guards, one (1) copy of which to be submitted to the latter.

The Supplier's personnel shall be evaluated/interviewed and confirmed by the Procuring Entity prior to their deployment at the Procuring Entity's option. They have to submit/present their resume/bio-data, latest medical/health clearance, **latest drug test certificate within Thirty (30) calendar days before the deployment**

**issued by a duly accredited drug testing laboratory by the Department of Health (DoH), latest NBI Clearances.** The Supplier should provide the Procuring Entity with employees of good moral character.

The Service Agency shall provide a list of incoming service personnel who will assume duties at the Insurance Commission together with their individual bio-data and mandatory clearances including sketch/location of their exact current, permanent addresses and shall be submitted three (3) days in advance to the Administrative Division for scrutiny and approval.

The Procuring Entity shall have the right to reject Supplier's personnel if they do not meet the qualification standard required and manning specifications and/or fails to submit the necessary clearances and documents required, or fails to comply with all employment requirements. Prior to commencement of the Contract, the Supplier should see to it that all personnel to be deployed to the Procuring Entity premises have valid ID's to allow access/entry.

The Service Agency shall provide uniforms and nametags to its service personnel appropriate to their positions. The type of uniforms to be used shall have the prior approval of IC.

The Procuring Entity shall have the right to ban or suspend the Supplier's employee with due coordination with the Supplier if he/she has neglected his/her duties to cause damage to the Procuring Entity, or has violated any rules and regulations particularly those detrimental to the safety and security of life and property of Procuring Entity, its employees and the public.

The number of personnel may, upon discretion of the Procuring Entity, be increased or decreased, depending upon the actual requirement or necessity of the services. The Supplier shall secure from the Procuring Entity prior confirmation of their monthly personnel deployment. Corresponding billing shall be adjusted accordingly.

The Service Agency shall submit in writing the list of regular personnel in alphabetical order. It should also indicate their respective Social Security System (SSS), Philhealth, Pag-ibig and Tax Identification Number.

The Service Agency shall inform the Procuring Entity in writing on the first hour of working day, any intention of terminating, replacing, transferring and/or relieving his personnel provided that the Supplier shall comply with all requirements of the Labor Code, as amended in affecting such transfer or relief. Alternate personnel shall not be allowed to assume duties of the regular personnel unless with a written notification duly received and accepted by the Procuring Entity. Said alternate personnel shall have likewise, complied with all the hiring requirements of the Supplier. No personnel shall be allowed to hold more than one position. Similarly, the Supplier, upon advice of the Procuring Entity, shall replace any of its personnel whose performance does not meet the Procuring Entity's satisfaction.

The Service Agency's Supervisor shall see to it that the work assignments are strictly followed. All assigned personnel shall have their permanent work assignments but may be reshuffled by the Procuring Entity authorized representative from time to time and whatever necessary may direct the Supplier to remove an employee for the best interest of the Procuring Entity.

The Service Agency shall not be allowed to employ trainees/apprentices to perform regular work herein contracted.

Any misinterpretation by the Supplier with respect to the foregoing qualification or failure to comply with the above requirements shall be sufficient ground for the termination/cancellation of the contract.

The Service Agency shall provide at least eight (8) service personnel at any given time for the period 6:00 a.m. to 7:00 p.m., Monday to Friday, and twenty (20) service personnel from 8:00 a.m. to 5:00 p.m. every Saturday.

#### **DEPLOYMENT SCHEDULE**

<b>NO. OF JANITORIAL PERSONNEL</b>	<b>AREAS COVERED</b>	<b>DUTY SCHEDULE (MONDAY TO SATURDAY)</b>
<b>A. MANILA HEAD OFFICE</b>		
1 – Supervisor	Shall Monitor All Areas	8 Hours
IC Premises - Outside the Building		
1 utility/ janitor	Outside of the Building Premises	8 Hours
2 utilities/janitors	Outside of the Building Premises	8 Hours
IC Main Building, First (1st) Floor		
1 - utility/janitor	Male and Female CRs	8 Hours
	Function Room	
	(Compliance Division) Hearing Room	

	Commissary Room	
	Hallway	
	Docket Room	
1 – utility/janitor	Library	8 Hours
	Two (2) Hearing Rooms	
	CAD Chief Room	
	Claims Adjudication Division (CAD) and Public Assistance & Mediation Division (PAMD)	
1 – utility/janitor	Two (2) Storage Rooms	8 Hours
	Ombudsman Room	
	Property and Supply Room	
	Hallway Leading to I.T. Room	
	Records Section Room	
1 – utility/janitor	IT Training Room	8 Hours
	IT Division (New) Conference Room	
	IC Data Center	
	Main Male and Female CR	
	Annex Building, Ground Floor	
1 – utility/janitor	Licensing Division	8 Hours
	Hallway	
	Two (2) Four (4) Mini Conference and File Storage Areas	

	Microinsurance Division	
	Regulation, Enforcement and Prosecution Division	
	Conservatorship, Receivership & Liquidation Division (CRL)	
1 - utility/janitor	Non-Life Division	8 Hours
	Life/MBA/Trust Division	
	Hallway	
	Male and Female CR	
IC Main Building, Second (2nd) Floor		
1 - utility/janitor	Stairways Leading to Rating Division	8 Hours
	Rating Division	
	Male and Female CR	
	Brokers Examination Division	
	Small Room with CR	
	Statistics & Research Division	
	Fire Exit/Back Door Stairway, Ground Floor	
1 - utility/janitor	Pre-Need Division	8 Hours
	Actuarial Division	
	Two (2) Four (4) Mini Conference Areas	
	AMLA Division	
	Investment Services Division	

	Reinsurance Division	
	Hallway	
1 - utility/janitor	Main Stairways leading to Ground Floor Lobby	8 Hours
1 - utility/janitor	Cashier	8 Hours
	Administrative Division	
	HR Division	
	Planning Division	
	COA Room	
	Budget Division	
	Accounting Division	
1 - utility/janitor	DepCom on Technical Services	8 Hours
	Pantry and Storage Room	
	Hallway/Lobby	
	Commissioner's Staff	
1 - utility/janitor	OCOM's Office	8 Hours
	Ante Rooms	
	Kitchen	
	CR	
	Boardroom	
2 - utilities/ janitors	DepCom for Mgt. Support Services; Legal and Financial Examination	8 Hours
	Lobby/Hallway	
	DepComs' Staff	



	Staff CR	
	Stairways Leading to Function Room	
1 - utility/ janitor	Ground Floor Lobby	8 Hours
	Second Floor Lobby	
	Executive Lounge	
1 - utility/ janitor	Main Female CR in front of the Cashier, Second Floor	8 Hours
	Main Female CR near IT Conference Room, Ground Floor	
	Prayer Room, Ground Floor	
<b>B. CEBU DISTRICT OFFICE</b>		
1 - utility/ janitor	IC Cebu District Office Premises	8 hours
<b>C. DAVAO DISTRICT OFFICE</b>		
1 utility/ janitor	IC Davao District Office Premises	8 Hours

**D. TOOLS AND EQUIPMENT REQUIREMENT**

As an additional requirement the Service Agency must provide IC with the following tools and equipment:

IC's REQUIREMENT	Max. AGE (in years)	AGE (in years)
	<b>MANILA HEAD OFFICE</b>	
4 units Floor Polisher	3	
1 unit Pressure Washer	3	
2 units Wet/Dry Vacuum Cleaner	3	
10 units Squeegee with metal handle	Brand new	
1 unit 8 ft. Ladder	2	
2 units 10 ft. Ladder	Brand new	
5 units Signage	2	
3 units Mop Squeezer	Brand new	
10 units Liquid Soap Dispenser	3	
2 units Wheelbarrow	Brand new	
2 units Scissors (for Gardening)	Brand new	
2 units Bolo	Brand new	
2 units Water hose 90 meters with coupling	Brand new	
9 units Water pail	Brand new	
10 units Dipper	Brand new	
4 unit Rake (metal)	Brand new	
1 unit Grass cutter	Brand new	
1 unit Pruning Scissors	Brand new	
6 units 4 ft. waste segregation bins (with labels: Biodegradable, Recyclable, and Others)		
1 unit Telescopic Chainsaw	Brand new	
<b>CEBU DISTRICT OFFICE</b>		
1 unit Floor polisher	3	
1 unit Wet/Dry Vacuum Cleaner	3	
1 unit Squeegee with metal handle	Brand new	
1 unit 8ft. ladder	2	
1 unit Mop Squeezer	Brand new	
1 unit Liquid soap Dispenser	3	
2 units Water pail	Brand new	
2 units Dipper	Brand new	

DAVAO DISTRICT OFFICE			
1	unit	Floor polisher	3
1	unit	Wet/Dry Vacuum Cleaner	3
1	unit	Squeegee with metal	Brand new
1	unit	8ft. ladder	2
1	unit	Mop Squeezer	Brand new
1	unit	Liquid soap Dispenser	3
2	units	Water pail	Brand new
2	units	Dipper	Brand new

The tools and equipment shall be stored at the designated place and should be made for use at all times.

## E. SUPPLIES AND MATERIALS REQUIREMENTS

## 1. MONTHLY MATERIALS

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
All-purpose cleaner	24	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	48	gallons		
Toilet Bowl Cleaner, branded	24	gallons		
Rags	84	kilos		
Liquid Soap, branded	84	gallons		
Tissue Paper	192	Packs (10pcs/pack)		
Paper Towel	96	Plastic Pack		
Complete Emulsion Wax	24	gallons		
Trash Bag (Small, biodegradable)	3204	pieces		
Trash Bag (XL, biodegradable, Transparent)	3504	pieces		
Powder Soap, branded	168	kilos		
Deodorant Cake (Albatross*) with plastic holder	144	pieces		
Scrubbing Pad 4' x 6'	180	pieces		
Cleanser (Ajax*)	60	Paper cans		
Carpet Shampoo, branded	24	gallons		
Air Freshener (Glade*)	96	Cans		

Glass Cleaner, branded	8	gallons		
Furniture Polish (Pledge*)	48	Gallons		
Fabric Softener (Downy)	24	Gallons		
Steel Wool	96	Reams		
Face Mask	120	Pieces		
Insect killer water based (Baygon*)	60	Cans		
<b>CEBU DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	4	gallon		
Toilet bowl Cleaner, Branded	4	gallons		
Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Complete Emulsion Wax	6	gallons		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Furniture polish (Pledge*)	4	Cans		
<b>DAVAO DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	4	gallon		

Toilet bowl Cleaner, Branded	4	gallons		
Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Complete Emulsion Wax	6	gallons		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Furniture polish (Pledge*)	4	Cans		

## 2. QUARTERLY MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Mop Head	152	Pieces		
Chamois	92	Pieces		
Floor Polish/ liquid crystalizer (Terra Nova Wax*)	12	Gallons		
Floor Mop	30	Pieces		
Furniture polish (Pledge*)	30	Cans		
Metal polish	12	Cans		
Soft Broom	50	pieces		

Broom with Plastic connector	10	pieces		
Rubber Hand Gloves	40	pieces		
Stick Broom	70	pieces		
Liquid Pesticide (Malathione*)	4	bottles		
Fertilizer (Urea and Complete*)	20	kilos		
<b>CEBU DISTRICT OFFICE</b>				
Floor Mop	8	Pieces		
Soft Broom	2	Pieces		
<b>DAVAO DISTRICT OFFICE</b>				
Floor Mop	8	Pieces		
Soft Broom	2	Pieces		

### 3. SEMI-ANNUAL MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Stripping Pad No. 16 Green	6	pieces		
Scrubbing Pad No. 16 Black	15	pieces		
Polishing Pad 16"	10	pieces		
<b>CEBU DISTRICT OFFICE</b>				
Scrubbing Pad No. 16 Black	4	piece		
<b>DAVAO DISTRICT OFFICE</b>				
Scrubbing Pad No. 16 Black	4	piece		

#### 4. ANNUAL MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Putty Knife	10	pieces		
Pail	6	pieces		
Mop Handle	50	pieces		
Ceiling Broom	6	pieces		
Toilet Bowl Brush w/ Handle	24	pieces		
Toilet Rubber Pump	30	pieces		
Toilet Brush Cleaner	40	pieces		
Metal Dust Pan (Outdoor)	4	pieces		
Dust Pan (Indoor)	20	pieces		
Shower/Water Dipper	10	pieces		
Trash Can Oval (Small) for CR Cubicle	40	pieces		
<b>CEBU DISTRICT OFFICE</b>				
Pail	2	pieces		
Toilet Brush Cleaner	6	pieces		
Shower/Water Dipper	4	pieces		
<b>DAVAO DISTRICT OFFICE</b>				
Pail	2	pieces		
Toilet Brush Cleaner	6	pieces		
Shower/Water Dipper	4	pieces		

Legend: \* or its equivalent



## SERVICES AND METHODOLOGY

### **Standards**

1. Floors, stairways, ceiling and other horizontal surfaces:
  - Clean and glossy floors and other horizontal surfaces;
  - Fire escape stairways should be free from obstructions;
2. Walls, doors, partitions and other vertical surfaces:
  - Clean walls, slat doors, air vents, outlets, glass partitions, and all other vertical surfaces within the building premises-free from dust, dirt and stains
3. Windows, grills and frames, glass panes:
  - Clean
4. Comfort rooms:
  - Toilet fixtures, mirrors, tiles should be free from stains, dirt, germs and foul smell
5. Other janitorial services:
  - Available janitors must be able to attend to urgent requests (including messengerial services) that may be assigned from time to time.

### **Scope of Work**

1. Daily:
  - a. Sweeping, waxing, damp mopping, spot scrubbing and polishing of all floors (lobbies, hallways and stairs). Areas where heavy traffic occurs, including the main lobby, entrance ways, waiting areas and comfort rooms shall be serviced continuously during hours of public use to guarantee cleanliness at all times.
  - b. Cleaning, sanitizing of toilets and restrooms with effective disinfecting chemicals particularly on washbasins, urinals and toilet bowls and fogging the same with deodorant.

- c. Cleaning, dusting and/or damp wiping of glass tops, glass doors/walls, partitions, sidings and doors.
  - d. Dusting of inside windows, window ledges, air vents, stair railings and other horizontal and vertical surfaces including bookshelves, cabinets and other office furniture.
  - e. Maintaining the cleanliness of rooms and other interior portions of the building and frequent spraying of air freshener/
  - f. Emptying and cleaning of all trash and waste paper containers and other disposal of garbage to the receptacles provided for this purpose.
  - g. Sweeping, cleaning of driveways and parking areas.
  - h. Watering and general care of indoor plants.
  - i. Switching off of unnecessary lights and unplugging of office equipment not being used.
2. Weekly:
- a. Washing, scrubbing, waxing and polishing of floors and stairways.
  - b. Washing of glass windows, partitions and doors.
  - c. Dusting of lights fixtures, Venetian blinds and drapes.
  - d. Cleaning, washing, waxing and/or polishing of office furniture and fixtures.
  - e. General cleaning of all comfort rooms.
  - f. High dusting and removal of cobwebs.
  - g. Removal of stains and finger marks on walls.
  - h. Polishing of metal signs.
  - i. Vacuum cleaning/brushing of carpets using stains remover and liquid shampoo.

- j. Cleaning and defrosting of refrigerators.
3. Monthly:
- a. General cleaning of exterior glasses and ledges.
  - b. General cleaning of lights fixtures, diffusers, and other fixtures.
  - c. General cleaning of ceilings, walls and other surfaces which are not reached daily and weekly.
  - d. General cleaning of all areas.
  - e. Provide custodial services such as general cleaning of Venetian blinds, refrigerator, etc.
4. Quarterly:
- a. General cleaning of ceilings, walls and other surfaces which are not reached daily or weekly.
  - b. General cleaning and checking of electrical boxes/light diffusers.
  - c. Provide custodial services such as general washing of Venetian blinds.
5. Miscellaneous services:
- a. Carrying or hauling of furniture and fixtures, office supplies and equipment.
  - b. Reporting of breakage and electrical malfunctions.
  - c. Messengerial services within the IC premises.
  - d. Carpentry, plumbing services and minor repairs.
  - e. Regular cleaning of gutters
  - f. Quarterly insects spraying services.
  - g. Other services that may be required by the IC.

6. Garden Maintenance:

- a. Regular watering of lawns and plants.
- b. Regular trimming of grasses.
- c. Sweeping and removal of dried leaves.
- d. Cleaning of garden and disposal of trash.
- e. Regular application of fertilizers to plants and garden.
- f. Cultivation, landscaping and general care of plants and garden.

# Section VIII. Bidding Forms

## Bid Form

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Date:  
Invitation to Bid No:

To: The BAC Chairperson  
Insurance Commission  
G/F IC Bldg., 1071 United Nations Avenue  
Ermita, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent

Amount and Currency  
Purpose of Commission or gratuity

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, [for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**COST DISTRIBUTION**  
**MANILA HEAD OFFICE**

Daily Minimum Wage <sup>1</sup>	P	502.00
COLA	P	10.00
Days worked per week		6 days
No. of days per year		314

**A. Amount due per Janitor**

Basic Salary	: (DW x No. of days/yr)/12 months	= P	13,131.48
5 days Leave	: [(DW + COLA) x 5 days/12]	=	213.33
13th Month Pay	: DW x 365/12/12	=	1,272.43
COLA	: COLA x 314/12	=	261.58
EC		=	10.00
SSS		=	957.70
PhilHealth		=	180.56
PAG-IBIG		=	100.00
Cost per Janitor		P	16,127.09
Multiplied by No. of Janitor			20

**P 322,541.77**

**B. Agency Fee**

**P 32,254.18**

**C. Supplies Provision\* (Average Monthly Cost of Supplies)**

**D. 12% VAT = [(A + B + C) 12%]**

**Total Cost of Janitorial Service per Month (A+B+C+D)**

Multiplied by Number of Months

12

**Total Cost of Janitorial Service for One Year – Manila**

**P**

Note:

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

<sup>1</sup> Subject to change based on latest DOLE approved minimum wage.

**COST DISTRIBUTION**  
**CEBU DISTRICT OFFICE**

Daily Minimum Wage <sup>2</sup>	P	366.00
COLA	P	0.00
Days worked per week		5 days
No. of days per year		262

**A. Amount due per Janitor**

Basic Salary	: (DW x No. of days/yr)/12 months	= P	7,987.95
5 days Leave	: [(DW + COLA) x 5 days/12]	=	152.50
13th Month Pay	: DW x 365/12/12	=	927.71
COLA	: COLA x 262/12	=	0.00
EC		=	10.00
SSS		=	589.30
PhilHealth		=	109.83
PAG-IBIG		=	100.00
Cost per Janitor		P	9,877.29
Multiplied by No. of Janitor			1

**P 9,877.29**

**B. Agency Fee**

**P 987.73**

**C. Supplies Provision\* (Average Monthly Cost of Supplies)**

**D. 12% VAT = [(A + B + C) 12%]**

**Total Cost of Janitorial Service per Month (A+B+C+D)**

Multiplied by Number of Months

12

**Total Cost of Janitorial Service for One Year – Cebu**

**P**

Note:

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

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<sup>2</sup> Subject to change based on latest DOLE approved minimum wage.



**COST DISTRIBUTION**  
**DAVAO DISTRICT OFFICE**

Daily Minimum Wage <sup>3</sup>		P	335.00
COLA		P	5.00
Days worked per week			6 days
No. of days per year			262
<b>A. Amount due per Janitor</b>			
Basic Salary	: (DW x No. of days/yr)/12 months	= P	7,311.38
5 days Leave	: [(DW + COLA) x 5 days/12]	=	141.67
13th Month Pay	: DW x 365/12/12	=	849.13
COLA	: COLA x 262/12	=	109.13
EC		=	10.00
SSS		=	552.50
PhilHealth		=	100.53
PAG-IBIG		=	100.00
Cost per Janitor		P	9,174.33
Multiplied by No. of Janitor			1
		<b>P</b>	<b>9,174.33</b>
<b>B. Agency Fee</b>		<b>P</b>	<b>917.43</b>
<b>C. Supplies Provision* (Average Monthly Cost of Supplies)</b>			
<b>D. 12% VAT = [(A + B + C) 12%]</b>			
<b>Total Cost of Janitorial Service per Month (A+B+C+D)</b>			
Multiplied by Number of Months			12
<b>Total Cost of Janitorial Service for One Year – Davao</b>		<b>P</b>	

Note:

\* Please fill out Cost Distribution (SUPPLIES PROVISION)

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<sup>3</sup> Subject to change based on latest DOLE approved minimum wage.

## SUPPLIES AND MATERIALS REQUIREMENTS

### 1. MONTHLY MATERIALS

DESCRIPTION	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
All-purpose cleaner	24	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	48	gallons		
Toilet Bowl Cleaner, branded	24	gallons		
Rags	84	kilos		
Liquid Soap, branded	84	gallons		
Tissue Paper	192	Packs (10pcs/pack)		
Paper Towel	96	Plastic Pack		
Complete Emulsion Wax	24	gallons		
Trash Bag (Small, biodegradable)	3204	pieces		
Trash Bag (XL, biodegradable, Transparent)	3504	pieces		
Powder Soap, branded	168	kilos		
Deodorant Cake (Albatross*) with plastic holder	144	pieces		
Scrubbing Pad 4' x 6'	180	pieces		
Cleanser (Ajax*)	60	Paper cans		
Carpet Shampoo, branded	24	gallons		
Air Freshener (Glade*)	96	Cans		
Glass Cleaner, branded	8	gallons		

Furniture Polish (Pledge*)	48	Gallons		
Fabric Softener (Downy)	24	Gallons		
Steel Wool	96	Reams		
Face Mask	120	Pieces		
Insect killer water based (Baygon*)	60	Cans		
<b>CEBU DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	4	gallon		
Toilet bowl Cleaner, Branded	4	gallons		
Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Complete Emulsion Wax	6	gallons		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Furniture polish (Pledge*)	4	Cans		
<b>DAVAO DISTRICT OFFICE</b>				
All-purpose cleaner	12	gallons		
Dishwashing Liquid	12	gallons		
Disinfectant (Zonrox*)	4	gallon		
Toilet bowl Cleaner, Branded	4	gallons		

Rags	4	kilos		
Liquid soap, Branded	2	gallon		
Tissue Paper	96	Packs (10pcs/pack)		
Complete Emulsion Wax	6	gallons		
Trash Bag (XL, biodegradable, Transparent)	120	pieces		
Deodorant cake (Albatross*)	24	Pieces		
Air Freshener (Glade*)	12	cans		
Glass cleaner, branded	2	bottle		
Furniture polish (Pledge*)	4	Cans		

## 2. QUARTERLY MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Mop Head	152	Pieces		
Chamois	92	Pieces		
Floor Polish/ liquid crystalizer (Terra Nova Wax*)	12	Gallons		
Floor Mop	30	Pieces		
Furniture polish (Pledge*)	30	Cans		
Metal polish	12	Cans		
Soft Broom	50	pieces		
Broom with Plastic connector	10	pieces		

Rubber Hand Gloves	40	pieces		
Stick Broom	70	pieces		
Liquid Pesticide (Malathione*)	4	bottles		
Fertilizer (Urea and Complete*)	20	kilos		
<b>CEBU DISTRICT OFFICE</b>				
Floor Mop	8	Pieces		
Soft Broom	2	Pieces		
<b>DAVAO DISTRICT OFFICE</b>				
Floor Mop	8	Pieces		
Soft Broom	2	Pieces		

### 3. SEMI-ANNUAL MATERIALS

	TOTAL QUANTITY PER YEAR	UNIT	BIDDER'S PROPOSAL	
			TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Stripping Pad No. 16 Green	6	pieces		
Scrubbing Pad No. 16 Black	15	pieces		
Polishing Pad 16"	10	pieces		
<b>CEBU DISTRICT OFFICE</b>				
Scrubbing Pad No. 16 Black	4	piece		
<b>DAVAO DISTRICT OFFICE</b>				
Scrubbing Pad No. 16 Black	4	piece		

### 4. ANNUAL MATERIALS

		UNIT	BIDDER'S PROPOSAL
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	TOTAL QUANTITY PER YEAR		TOTAL QUANTITY PER YEAR, UNIT	BRAND
<b>MANILA HEAD OFFICE</b>				
Putty Knife	10	pieces		
Pail	6	pieces		
Mop Handle	50	pieces		
Ceiling Broom	6	pieces		
Toilet Bowl Brush w/ Handle	24	pieces		
Toilet Rubber Pump	30	pieces		
Toilet Brush Cleaner	40	pieces		
Metal Dust Pan (Outdoor)	4	pieces		
Dust Pan (Indoor)	20	pieces		
Shower/Water Dipper	10	pieces		
Trash Can Oval (Small) for CR Cubicle	40	pieces		
<b>CEBU DISTRICT OFFICE</b>				
Pail	2	pieces		
Toilet Brush Cleaner	6	pieces		
Shower/Water Dipper	4	pieces		
<b>DAVAO DISTRICT OFFICE</b>				
Pail	2	pieces		
Toilet Brush Cleaner	6	pieces		
Shower/Water Dipper	4	pieces		

Legend: \* or its equivalent

**Sworn Statement that the cleaning materials/solutions that the bidder is going to use for janitorial services in the Insurance Commission have been registered with and approved by the BFAD and FPA/Commitment of Compliance**

*Name of the Procuring Entity*

*Name of the Project*

*Location of the Project*

**AFFIDAVIT**

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at Address of the Representative, after having been duly sworn to in accordance with the law, depose and state:

1. That I am the duly authorized representative of (Name of Company) with office address at \_\_\_\_\_;
2. That in compliance with the requirements of the Insurance Commission, I affirm that our company have verified and confirmed that the cleaning materials//solutions it is going to use for janitorial services in IC, if awarded the contract, have been registered with the appropriate government agency – the Bureau of Food and Drugs (BFAD) and/or Fertilizer and Pesticide Authority (FPA) by its respective manufacturers/importers/distributors;
3. That our company shall use the same products listed in Section VI. Schedule of Requirements and Section VII. Technical Specifications required by IC within the duration of the contract in accordance with the scope of services and methodology.
4. That I am executing this affidavit to attest to the truth of the foregoing statements; as one of the documentary requirements of IC; and for whatever legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 2012, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at, Philippines.

\_\_\_\_\_  
(NOTARY PUBLIC)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**List of BFAD/FPA Registered Household Products  
to be used for janitorial services in IC**

<b>Product</b>	<b>Manufacturer/Distributor</b>	<b>Brand Name</b>	<b>Registration No.</b>	<b>Registering Agency(Indicate if its BFAD or FPA)</b>
1. All-purpose cleaner				
2. Disinfectant				
3. Toilet Bowl Cleaner				
4. Liquid Soap				
5. Powder Soap				
6. Deodorant Cake				
7. Cleanser				
8. Carpet Shampoo				
9. Air Freshener				
10. Glass Cleaner				
11. Furniture Polish				
12. Liquid Fertilizer				
13. Fertilizer				
14. Emulsion Wax				

Submitted by:



## Contract Agreement Form

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of PROCURING ENTITY]* of the Philippines (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Cost Distribution submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity’s Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES        )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*

\* This form will not apply for WB funded projects.

## Bank Guarantee Form for Advance Payment

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To: *Insurance Commission*  
*Procurement of Supply of Janitorial Services for the Insurance Commission Office*  
*and its Premises*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 110 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## Financial Documents For Eligibility Check

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = PhP \_\_\_\_\_

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

**Commitment from a licensed bank to extend to it a credit line if awarded the contract.**

Name of Bank: \_\_\_\_\_

Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and NFCC Computation and/or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_

*NOTE:*

- 1 If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.*

## List of all Ongoing Government & Private Contracts including Contracts Awarded but not yet Started

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**Business Name** : \_\_\_\_\_

*Business Address* : \_\_\_\_\_

<i>Name of Contract/ Project Cost</i>	a. <i>Owner's Name</i> b. <i>Address</i> c. <i>Telephone Nos.</i>	Nature of Work	<i>Bidder's Role</i>		a. <i>Date Awarded</i> b. <i>Date Started</i> c. <i>Date of Completion</i>	% of Accomplishment		<i>Value of Outstanding Works / Undelivered Portion</i>
			<i>Description</i>	%		<i>Planned</i>	<i>Actual</i>	

**Note:** *The following documents shall be submitted upon post-qualification:*

1. *Notice of Award and/or Contract*
2. *Notice to Proceed issued by the owner*
3. *Certificate of Accomplishments signed by the owner or authorized representative.*

*Submitted by* : \_\_\_\_\_

**(Printed Name & Signature)**

*Designation* : \_\_\_\_\_

*Date* : \_\_\_\_\_



**Statement identifying the Bidder's Single Largest Completed Contract Similar to the Contract to be bid within the last three (3) years**

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**Business Name** : \_\_\_\_\_

*Business Address* : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

*Note: The following documents shall be submitted upon post-qualification:*

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

*Submitted by* : \_\_\_\_\_

**(Printed Name & Signature)**

*Designation* : \_\_\_\_\_

*Date* : \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

## **Bid-Securing Declaration**

Invitation to Bid/Request for Expression of Interest No.<sup>1</sup> *[Insert reference number]*

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To: **DENNIS B. FUNA**  
Insurance Commissioner  
Insurance Commission  
2<sup>nd</sup> Floor Insurance Commission Bldg.,  
1071 United Nations Avenue, Ermita, Manila 1000

I/We<sup>2</sup>, the undersigned, declared that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
  - (i) I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration<sup>4</sup>; **within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.;1(f), of the IRR of RA 9184; without prejudice to the other legal action the government may undertake.**
2. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

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<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the documents.

<sup>4</sup> Issued by the GPPB through GPPB Resolution No. 03-2012 on 27 January 2012

- (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>5</sup>, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/we have hereunto set my/our hands this \_\_\_\_ day of \_\_\_\_\_ 2017 at \_\_\_\_\_.

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_ 2017 at \_\_\_\_\_, Philippines, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02—8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Government-Issued ID & No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_ 2017.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued], [place issued]*  
IBP No. \_\_\_\_\_ *[date issued], [place issued]*

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2017.

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<sup>5</sup> Select one and delete the other.

